

11 April 1988

OS REGISTRY

0516X-88

1-1-REG-CR

MEMORANDUM FOR: Office of Security

FROM:

Chief, Regulatory Policy Division, DDA

SUBJECT: Updating of Headquarters and Field Regulations

1. The Regulatory Policy Division (RPD) solicits your cooperation in updating all headquarters and field regulations issued prior to 1985. RPD is committed to a program wherein any regulation more than three years old should be updated by revision or revalidation. In pursuit of this effort, RPD has listed in the attachment those regulations dated prior to 1985 for which your component has primary responsibility. Please review the list and indicate on the second copy (a) whether you plan to revise or revalidate the specific regulation, and (b) the date each will be submitted to RPD for processing. Please forward the completed schedule to us by 9 May 1988.

2. You will recall that the revalidation procedure is much simpler for updating than revision. For example, updating a regulation to reflect changes such as a new designation for an organizational unit or component, new position titles, or references to other issuances can be accommodated by revalidation. On the other hand, the addition or deletion of information, or changes in policy, procedures, or responsibilities require a revision of the regulation.

3. We continue to appreciate the spirit of cooperation you have shown in our mutual endeavors for the Agency's regulatory system. If we can assist you further, please call RPD on

Attachment

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